

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CAPITOL REGION MENTAL HEALTH CENTER

JOB OPPORTUNITY *
Human Services Advocate
Peer Support Program

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list

Location: 500 Vine Street, Hartford, CT 06112

Job Posting No: CR-25849

Hours: 1st shift/8:00 a.m. to 4:30 p.m./Monday thru Friday/40 hours per week

Salary: \$70,051.00

Closing Date: December 10, 2012 through December 16, 2012

Eligibility Requirements: *

1. **This is a competitive classification:** Candidates must have applied for and passed the Human Services Advocate exam and be on the current certification list promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. Applicants **will not** have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Special Requirement: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class may be required to travel.

Duties may include but not limited to: Advocate and provide support for client rights within outpatient and inpatient settings, investigate and resolve client and family grievances effectively, teaching and facilitation of knowledge for rights and responsibilities for clients throughout the organization. Speak to and educate a wide group and variety of people on the importance and relevance of personal advocacy and implementing this within recovery planning process, working with clinical teams and various stakeholder and community groups; performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (ex. Human Services Advocate applying to a Human Services Advocate posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates Meeting The Eligibility Requirements:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO: (CHOOSE ONLY ONE)

Ramona Sablón, Human Resources Specialist/HR Director

Capitol Region Mental Health Center – Human Resource Division

500 Vine Street, Hartford, CT 06112

Fax: (860) 297-0931 - E-Mail: jellena.jones@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply (P-2)